



MAA 204: Medical Insurance Forms Preparation

This course provides students with an understanding of medical insurance and medical insurance forms. Students learn how to complete forms within the scope of HIPAA and utilize ICD and CPT codes for billing purposes. Students use medical software to create a calendar matrix, create and update patient medical records, schedule appointments, update insurance information, and collect and process payments. Pre or co-requisite: OFC 113 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies.

Course Student Learning Outcomes

1. Create a medical facility utilizing medical software and maintain patient clientele.
2. Research procedural codes based on given diagnoses.
3. Complete insurance forms for their portfolio.
4. Create a medical record and maintain that record throughout the semester.

Credits: 3

Program: Medical Administrative Assistant